

Version History

The CAB Charter is available at <http://www.dir.state.tx.us/pubs/framework/changeadvisory/>.

Release Date	Version	Description
20-Apr-2007	1.0	Adopted Change Advisory Board Charter.

If a CAB member is unable to participate, that CAB member, or the member's agency, must designate another individual with equivalent skills to fulfill the roles and responsibilities as stated in this Charter.

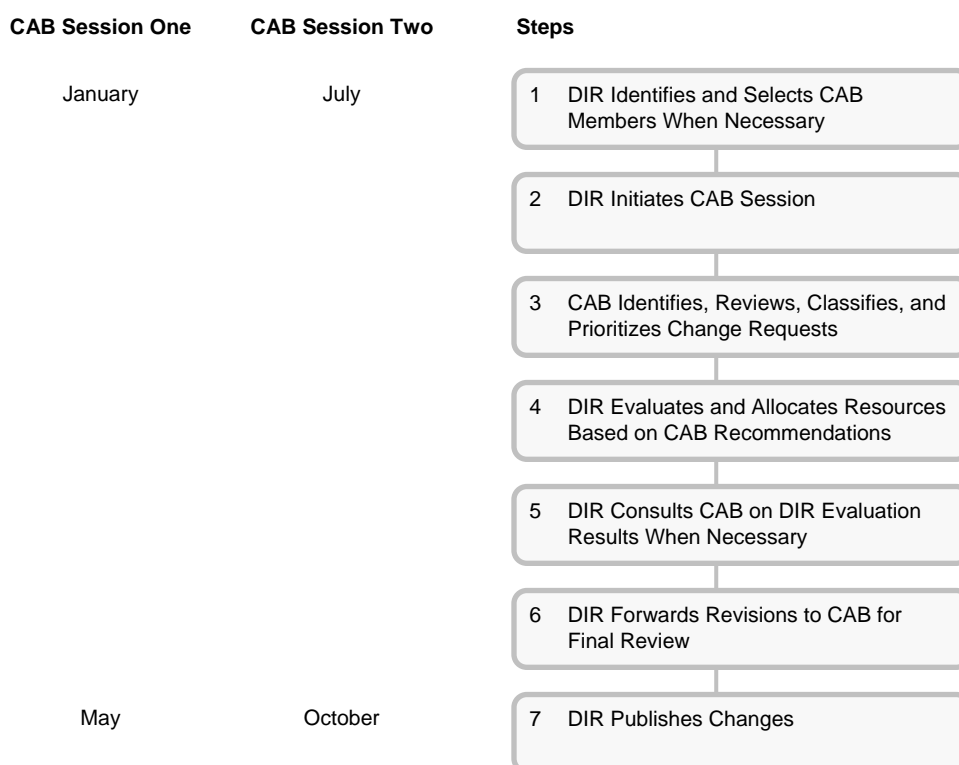
DIR Staff

DIR collects, implements, and tracks all proposed changes, regardless of how a change is initiated. DIR provides a facilitator to help ensure continuous focus on fulfilling CAB responsibilities and provides administrative support to help ensure CAB responsibilities are fulfilled efficiently and with minimal administrative impact on CAB members.

Roles and Responsibilities

CAB members fulfill their role and responsibilities for an entire CAB cycle, which is a one-year term. A CAB cycle is initiated in first quarter and concludes in the fourth quarter of each calendar year. A CAB cycle involves specific steps that are initiated by CAB members or DIR. Each CAB cycle includes two CAB sessions. The graphic below depicts a CAB cycle, along with approximate dates and steps, for each calendar year.

CAB Cycle Per Calendar Year



CAB Functional Responsibilities

In general, functional responsibilities for each CAB member include:

- Serve a one-year term, which represents a full CAB cycle
- Identify, review, classify, and prioritize change requests, including requests from other agencies not currently participating on the CAB when practical

- Advise DIR on the overall evolution of the Framework
- Maintain awareness of the overall direction, products, and services of the DIR Statewide Project Delivery program
- Maintain awareness of statutes applicable to project delivery

CAB Administrative Responsibilities

In general, administrative responsibilities for each CAB member include:

- Review the Charter and CAB Procedure during initiation of the first CAB session to identify any process improvements
- Attend all CAB meetings
- When requested as agreed upon by the CAB, proactively respond and act upon business that is conducted via email
- Designate an individual with equivalent skills to attend or act upon their behalf when the member cannot participate
- Educate other agencies about role and responsibilities of the CAB as applicable

Other Roles and Responsibilities

Other roles, performed by DIR staff, involve and include:

Role	Responsibility
Implementation Team	<ul style="list-style-type: none"> • Implement proposed changes • Collect and track proposed changes
Facilitator	<ul style="list-style-type: none"> • Schedule and preside over CAB meetings • Prepare and forward meeting agendas
Administrative Assistant	<ul style="list-style-type: none"> • Coordinate meetings with agencies • Prepare and distribute minutes for each CAB meeting • Prepare and distribute meeting materials as necessary

Meeting Commitment

Each CAB session may involve one or more meetings as determined by the members and DIR, and scheduled by the facilitator. CAB members may agree to invite other meeting participants (e.g., an external stakeholder) to provide pertinent information that enables them to fulfill their responsibilities.

Meeting agendas will be prepared and provided in advance, along with appropriate meeting materials. Minutes will be prepared for each meeting.